



MINUTES

Executive Committee

Date:	Tuesday, 25 June 2024
Venue:	Town Hall, St Annes.
Committee Members Present:	Councillor Karen Buckley (Chairman) Councillor Richard Redcliffe (Vice-Chairman) Councillors Peter Collins, Chris Dixon, Kelly Farrington, Ellie Gaunt, Paul Hodgson, Matthew Lee, Michelle Morris, Jayne Nixon, Viv Willder.
Officers Present:	Allan Oldfield, Tracy Manning, Ian Curtis, Paul O'Donoghue, Gemma Broadley, Kirstine Riding, Andrew Loynd, Sharon Wadsworth and Katharine McDonnell. Louise Jones and Graeme Ruse (Revenues and Benefits Shared Service) .
Others Present:	Seven members of the public were also in attendance.

1. Declarations of Interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members. There were no declarations of interest on this occasion.

2. Substitute Members

The following substitute was reported under Council procedure rule 23 (c):

Councillor Viv Willder substituted for Councillor Tommy Threlfall.

3. Confirmation of Minutes

RESOLVED: To approve the minutes of the Executive Committee meeting held on 23 May 2024 as a correct record for signature by the Chairman.

Decision Items

4. Community Governance – Parishing of Ansdell and Lytham

Councillor Gaunt, Lead Member for Finance and Resources, presented the outcomes of the recent consultation undertaken regarding the question of parishing the previously unparished areas of the borough, Lytham and Ansdell.

She explained that a community governance review had been undertaken in 2022, with a specific examination of the democratic needs of the unparished areas of the borough. The review concluded there should be the formation of parish councils for Lytham and Ansdell, each with 10 councillors. An extensive consultation on these recommendations had been carried out in April.

Minutes – Executive Committee – 25 June 2024

Councillor Gaunt advised, in response to concerns about the status of the new councils, that the principal council, Fylde, could not assign the status of 'town' to a parish council, but that the new parish councils could decide to adopt the status of 'town council' once they had been formed.

Secondly she advised that considerable work would need to be undertaken by the Shared Service Revenues and Benefits team for the new billing arrangements, together with upgrades to the software system.

Councillor Gaunt concluded advising that consideration needed to be given to the precepts to be charged to residents. An estimated precept had been based on that of the St Annes precept, as St Annes residents were also charged special expenses. She recommended that the initial precept should not be more than £25 for a Band D property in the first year. Residents responding to the consultation had expressed concerns over the financial burden of a new parish and the committee needed to be conscious of these concerns.

Louise Jones, the Revenues and Benefits Shared Service Manager, provided more detail regarding the changes required to the billing system for the new precept charges. She advised that nothing could be altered on the system in advance of the main billing exercise in January 2025. Support would be required from the software provider, at an estimated cost of £16k. Changes to the software stationery were also needed and would require 3 days to complete, also carrying a cost of approximately £3k.

As the processes required were all time critical, she advised that the changes were likely to add one additional day to the billing process. Fylde may also wish to consider changing the first date for billing to allow for any issues.

In response to questions she advised that the team had never created new parishes, and so required the specialist support from the software provider to make the changes to the billing system.

Paul O'Donoghue, Chief Financial Officer, in response to a question advised there would be no material impact if there was a slight delay in billing.

It was unanimously RESOLVED

1. To recommend to council that it adopts and implements the recommendations of the community governance review to establish parish councils for each of the unparished areas of Ansdell and Lytham.
2. To recommend to council that it approves an order establishing the new parishes of Ansdell and Lytham including the provisions for interim councillors.
3. To recommend to council that, in the first year, the Band D precept for each of the new parishes should be set at £25.

5. The Productivity Plan

Councillor Gaunt, Lead Member for Finance and Resources, presented the content of the Council's Productivity Plan in response to the Productivity in Local Government request from the Department for Levelling Up, Housing and Communities (DLUHC).

She advised that all local authorities were required to submit a plan, which would allow central government to identify common themes, challenges, shared issues and good practice.

It was RESOLVED to approve the content for the productivity plan, included as Appendix 1 to the report, prior to submission to DLUHC ahead of the deadline of 19 July 2024.

6. Homelessness Prevention Grant Funding 2024-25

Councillor Dixon, Lead Member for Social Wellbeing, presented a fully funded budget increase to the Homelessness Prevention Grant base budget. He advised that the grant was provided to local authorities to allow them to manage homelessness pressures and support those at risk of homeless in a flexible and dynamic way. He advised that this would be an increase to the base budget of £16,364 brought the base budget to £123,821 per annum.

He further advised that the authority was seeing increasing numbers of people presenting as homeless, and this additional funding would allow the housing team to continue their exemplary work in supporting vulnerable people.

Councillor Dixon concluded by advising that from next year the authority, working together with partners, would have the use of 31 temporary accommodation units from next year. These units reduced the authority's reliance on B&Bs and other unsuitable temporary accommodation, whilst providing safe and secure accommodation for vulnerable households.

Minutes – Executive Committee – 25 June 2024

In response to questions regarding the need for more temporary accommodation units, Kirstine Riding, Head of Housing, explained that it was crucial that the use of the temporary units was maximised over the next few years and then to review the position. She advised that the levels of homelessness presentation were unprecedented.

It was RESOLVED

1. To approve a fully funded budget increase to the Homelessness Prevention Grant base budget of £16,364 (currently the base budget is £107,457 taking it to £123,821 per annum); and
2. To approve a fully funded budget increase to the Homelessness Prevention Grant for 2024/25 for the HPG top-up grants totalling £92,380 to deliver additional homelessness prevention and relief services in 2024/25.

7. Drawdown report – Workshop Heating System

Councillor Morris, Lead Member for Customer and Operational Services, introduced a project to replace the existing heating oil system in the fleet management workshop at Snowden Road, with a modern, fit for purpose, energy efficient system.

She advised that the new heating system was crucial to provide adequate welfare provision for the staff in the workshop.

It was RESOLVED to

1. Approve the full drawdown of £116,740 within the 2024/25 Council's Capital Programme to replace the existing heating system, within the Fleet Workshop at Snowdon Road Depot.
2. Approve the delegation of the award of tender for the works contract to the Head of Technical Services based on the most economically advantageous tender to the Council.
3. Note that Blackpool Council's Mechanical Engineer has been engaged to project manage the scheme.
4. Note the award of works to the value of £9,254 to a contractor to remove the existing gas supply to the building and install a new one. The order for these works has been issued under section 6.7 of the Council's Constitution Financial Procedure Rules due to the urgent requirement for these works to be carried out prior to the main

8. Fully Funded Addition to the Capital Programme – Replacement Microphone System – Council Chamber

Councillor Morris, Lead Member for Customer and Operational Services, introduced a proposed addition to the capital programme for the replacement of the microphone system in the Council Chamber.

It was proposed that the current microphones would be utilised in the Reception Room.

It was RESOLVED to

1. Support the decision to replace the microphone system in the Council Chamber.
2. Approve an addition to the capital programme in the sum of £43,000 in 2024/25 fully funded from the council's Capital Investment Reserve.
3. Delegate authority to the Head of Corporate Services, in consultation with the Lead Member for Customer and Operational Services, to carry out the appropriate procurement and selection of a system that meets the specification within the report.

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Minutes – Executive Committee – 25 June 2024

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